

**UNITED STATES COURT OF APPEALS
OFFICE OF THE CLERK**

April 21, 1998

VACANCY ANNOUNCEMENT

POSITION TITLE: CLERK OF COURT

SALARY RANGE: JSP-17 (\$107,222 - 121,504),
depending on experience, current salary and qualifications.

LOCATION: United States Courthouse, Foley Square, NY, NY

CLOSING DATE: MAY 22, 1998

POSITION OVERVIEW:

The Clerk of the Court of Appeals is a statutory position, appointed by the court. The Clerk performs the statutory duties of the office and a multitude of administrative and managerial functions. These include interpreting and implementing the Federal Rules of Appellate Procedure, and responsibility for case management, records maintenance, statistical reporting, policy implementation, financial management, public relations, and long range planning.

REQUIREMENTS:

General : A minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

Management Responsibility: At least three of the ten years experience must have been in a position of substantial management responsibility.

Practice of Law: An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Submit cover letters and resumes to:
United States Court of Appeals
40 Foley Square Room #1604
New York, N. Y. 10007
Attn: Personnel

APPLICANTS MUST BE UNITED STATES CITIZENS

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS